



DPM-14-132

MEMORANDUM

TO: ALL EXECUTIVE AND LEGISLATIVE BRANCH
DIVISIONS, DEPARTMENTS AND PROGRAMS

FROM: Bernadette Bernally
Bernadette Bernally, Human Resources Director
Department of Personnel Management

DATE: April 1, 2014

SUBJECT: DEPARTMENT OF PERSONNEL MANAGEMENT OFFICE CLOSURE
MONDAY APRIL 14, 2014 – FRIDAY APRIL 18, 2014

This memorandum serves to provide notification that the Department of Personnel Management (DPM) office will be closed on Monday April 14, 2014 through Friday April 18, 2014. The reason for this closure is due to remediation work that will be conducted on the Staff Development and Training Department (SDTD) Building during that week.

- There will be no services available and DPM staff will not be available to perform any routine duties. Programs can drop off documents/mail at the Classification and Pay (CPO) office located directly west of the SDTD office during that week.

- Phone calls will be forwarded to the CPO and messages can be left there. DPM will resume operations on Monday April 21, 2014. Your cooperation with us during this time will be appreciated. Thank you.

APPROVAL

Tom Ranger
Tom Ranger, Executive Director
Division of Human Resources

4/2/2014
Date